

STATE OF GEORGIA
RECORDS RETENTION SCHEDULE
RECORDS SERIES PROFILE
APPLICATION #900306-01

SCHEDULE #: 91-0001

EFFECTIVE DATE: 02/02/91

Agency Code: 0406
Agency: Department of Banking and Finance
Creating
Office: Department of Banking and Finance

Series
Title/Dates: "Currency Transaction Reports," January 1988 and continuing

Access: Closed (OCGA 7-1-70)
Class: Individual

Related To: Reports of currency transactions of more than \$10,000. Financial institutions must keep a record of currency transactions in excess of \$10,000.00 and must file, with the Department of Banking and Finance, a complete report of such transactions. The report must be filed within fifteen (15) days of the date of the transaction.


Arrangement: Chronological by posting date

Retention
Requirement: State law: five (5) years (OCGA 7-1-69)

Media: Paper

Disposition
Instructions: Cut off at end of calendar year,
Hold in current files area two (2) months,
Transfer to agency local holding area,
Hold one (1) year,
Transfer to State Records Center,
Hold four (4) years,
Destroy.

This records retention plan gives the State Records Committee approved retention instructions for the named records series by the named creating office.


Edward Weldon
Secretary of State Designee

6 Feb 1991
Date